



BOTSWANA  
EXAMINATIONS  
COUNCIL

**2020**

# **JUNIOR CERTIFICATE EXAMINATIONS**

## **T I M E T A B L E**

SEPTEMBER/NOVEMBER 2020

***FINAL VERSION DATED 05 FEBRUARY 2020***



## General Instructions and Guidelines

### 1. About this Timetable

This timetable contains

- instructions and guidelines about the examinations;
- practical examination and coursework moderation schedule;
- a full list, in date order, of all the examinations;
- the key to the timetable.

The timetable must be followed throughout. If there is any discrepancy between this timetable and any other documents such as Statements of Entry or labels on question paper packets, the Head of Centre should contact the JCE office at BEC.

### 2. About the Sessions

Examinations scheduled for the morning session should start at **08:00** unless otherwise stated and examinations for the afternoon should start at **14:00**.

### 3. Time Allowance for Question Papers

Any time required for candidates to read through question papers, to study maps, etc., is already included in the duration of the examination as shown on the timetable and on the front cover of the question paper. No additional time should be allowed except for some Special Needs papers of which specific instructions will be enclosed.

### 4. Agriculture Paper 3

The moderation of this paper will be conducted from **01 to 12 June, 2020**. The moderation will be conducted on the dates allocated to each centre as reflected on the schedule that has been sent to the centres. Centres must ensure that teachers mark the candidates' vegetable plots **NOT** more than **three (3) days** before the date scheduled for the centre moderation.

### 5. Home Economics Paper 2

The **planning session** for this practical examination will take place on **11 August, 2020 at 08:00**.

The **practical examination** will take place from **14 to 25 September, 2020**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that has been sent to the centres.

### 6. Music Paper 1: Listening

- This is a listening examination that requires a CD that is provided by BEC.
- The CD is provided together with a set of Instructions to Invigilators.
- The instructions should be read by the Chief Invigilator and the Music teacher **a day before the examination**.

### 7. Music Paper 3: Practical Examination

This practical examination will take place from **14 to 25 September 2020**. The examination will be conducted on the dates allocated to each centre as reflected on the schedule that has been sent to the centres.

### 8. Art Paper 2: Practical Examination

- This is a controlled practical examination that runs for 3 hours.
- The question papers must be distributed to the candidates on **14 September 2020 at 08:00** for preparation purposes.
- After the examination, the candidates' work must be packaged in the special boxes provided and stored securely until such time that they are despatched to BEC with other examination scripts.

### 9. French Paper 1: Listening Comprehension

- This is a listening examination that requires a CD that is provided by BEC.
- The CD is provided together with a set of Instructions to Invigilators as well as Instructions to Candidates.
- Instructions to Invigilators and candidates **should be opened as soon as they are received** and those for candidates distributed to all candidates taking French examination.

### 10. For Private Candidates only

The following components are for private candidates only and should not be availed to school candidates unless by prior arrangement with BEC.

1. Agriculture Paper 4 - 16/4;
2. Commerce and Office Procedures Paper 4 - 25/4;
3. Commerce and Accounting Paper 4 - 26/4;
4. General Science Papers 1 and 2 - 43/1 and 43/2

### 11. Submission of Coursework and Coursework Marks

Centres which have registered candidates for Coursework syllabuses should submit all coursework and coursework marks on the stipulated dates as indicated on page 6 JCE Practical Examination/Coursework Moderation Schedule of this Timetable. Coursework marks should be captured on MALEPA application by Centres. **Centres who have not captured coursework marks at the time of moderation will not be moderated.**

### 12. General Notes

- **The Invigilator's manual should be in each examination room at all times.**
- The Invigilator should confirm with candidates before opening the envelope that the paper is the timetabled one.
- At the beginning of each examination session, sealed packets of the question papers should be opened by the Invigilator in the presence of candidates.
- At the end of each examination, scripts and answer sheets should be sealed in the presence of the candidates.
- The attendance register for each of the scheduled examinations should be completed before the candidates are dismissed from the examination room.
- Scripts and answer sheets will be collected from the centre twice, i.e during the written examination period and at the end. Communication will be made to centers on time regarding scripts collection arrangements..

11 August — 23 October 2020

	Morning session starts at 08:00			Afternoon session starts at 14:00		
Tuesday 11 Aug	Syllabus		Time	Syllabus		Time
	21/2	Home Economics Paper 2 Planning Session	08:00 - 09:30			
Thursday 15 Oct	Syllabus		Time	Syllabus		Time
	33/2	Art Paper 2	08:00 - 11:00			
Monday 19 Oct	Syllabus		Time	Syllabus		Time
	12/4	English Paper 4	08:00 - 08:55	11/3	Setswana Paper 3	14:00 - 15:15
	32/1	French Paper 1	12:00 - 12:45			
Tuesday 20 Oct	Syllabus		Time	Syllabus		Time
	32/3	French Paper 3	08:00 - 10:00	31/2	Religious Education Paper 2	14:00 - 16:00
Wednesday 21 Oct	Syllabus		Time	Syllabus		Time
	25/2	Commerce & Office Procedures Paper 2	08:00 - 10:00	34/2	Music Paper 2	14:00 - 15:30
	26/2	Commerce & Accounting Paper 2	08:00 - 10:00			
Thursday 22 Oct	Syllabus		Time	Syllabus		Time
	12/2	English Paper 2	08:00 - 09:30	14/2	Science Paper 2	14:00 - 16:00
Friday 23 Oct	Syllabus		Time	Syllabus		Time
	35/1	Physical Education Paper 1	08:00 - 09:30	17/2	Design & Technology Paper 2	14:00 - 16:00
	Morning session starts at 08:00			Afternoon session starts at 14:00		

26 October — 30 October2020

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday 26 Oct	Syllabus		Time
	11/2	Setswana Paper 2	08:00 - 10:00

Syllabus		Time
16/2	Agriculture Paper 2	14:00 - 15:15

Tuesday 27 Oct	Syllabus		Time
	13/2	Mathematics Paper 2	08:00 - 10:00

Syllabus		Time
15/2	Social Studies Paper 2	14:00 - 16:15

Wednesday 28 Oct	Syllabus		Time
	12/3	English Paper 3	08:00 - 10:00

Syllabus		Time
18/2	Moral Education Paper 2	14:00 - 16:00

Thursday 29 Oct	Syllabus		Time
	33/1	Art Paper 1	08:00 - 09:00
	16/4	Agriculture Paper 4	11:00 - 12:00

Syllabus		Time
25/1	Commerce & Office Procedures Paper 1	14:00 - 15:00
26/1	Commerce & Accounting Paper 1	14:00 - 15:00

Friday 30 Oct	Syllabus		Time
	34/1	Music Paper 1	08:00 - 09:00

Syllabus		Time
21/1	Home Economics Paper 1	14:00 - 15:30

Morning session starts at 08:00

Afternoon session starts at 14:00

# 02 November - 06 November 2020

Morning session starts at 08:00

Afternoon session starts at 14:00

Monday  
02 Nov

Syllabus	Time
<b>14/1 Science Paper 1</b>	<b>08:00 - 09:00</b>
<b>43/1 General Science Paper 1</b>	<b>08:00 - 09:00</b>

**15/1 Social Studies Paper 1 14:00 - 15:00**

Tuesday  
03 Nov

Syllabus	Time
<b>18/1 Moral Education Paper 1</b>	<b>08:00 - 09:00</b>
<b>31/1 Religious Education Paper 1</b>	<b>11:00 - 12:00</b>

**13/1 Mathematics Paper 1 14:00 - 15:30**

Wednesday  
04 Nov

Syllabus	Time
<b>11/1 Setswana Paper 1</b>	<b>08:00 - 09:30</b>
<b>25/4 Commerce &amp; Office Procedures Paper 4</b>	<b>11:00 - 12:00</b>
<b>26/4 Commerce &amp; Accounting Paper 4</b>	<b>11:00 - 12:00</b>

**17/1 Design & Technology Paper 1 14:00 - 15:00**

Thursday  
05 Nov

Syllabus	Time
<b>12/1 English Paper 1</b>	<b>08:00 - 09:15</b>
<b>16/1 Agriculture Paper 1</b>	<b>11:00 - 12:00</b>

**32/2 French Paper 2 14:00 - 15:00**

Friday  
06 Nov

Syllabus	Time
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**Syllabus Time**

Morning session starts at 08:00

Afternoon session starts at 14:00

## JCE 2020 Practical Examinations / Coursework Moderation Schedule

Activity	Description	Syllabus	Submission Date / Month	Deliverables
Submission of coursework	1. All centrally moderated components	Commerce & Office Procedures 25/3 Commerce & Accounting 26/3 Music 34/4 Physical Education 35/2	14 September 2020 14 September 2020 10 July 2020 14 September 2020	<ul style="list-style-type: none"> <li>Coursework Submission registers,</li> <li>Projects,</li> <li>Individual and summary marksheets.</li> </ul> <b>(Should be delivered to BEC)</b>
	2. All externally moderated components	Agriculture 16/3  Design & Technology 17/3 Home Economics 21/3 Art 33/3	At most 3 days before centre scheduled moderation  31 August 2020 30 June 2020 10 August 2020	<ul style="list-style-type: none"> <li>Individual and summary marksheets</li> <li>Projects.</li> </ul> <b>(Should be handed to Chief Invigilator)</b>

Syllabus		Moderator/Examiner Standardisation Dates		Moderation/Examination Date		Post Moderation/ Examination Evaluation
		Team Leaders	Moderation Team	Start Date	End Date	
16/3	Agriculture	24 - 26 May	27 - 29 May	01 June	12 June	14 - 16 June
33/3	Art	04 - 06 October	07 - 09 October	12 October	23 October	25 - 27 October
21/3	Home Economics	27 - 28 July	29 - 31 July	03 August	14 August	16 - 18 August
34/4	Music	10 - 12 August	13 - 15 August	16 August	26 August	27 - 29 August
17/3	Design & Technology	04 - 06 October	07 - 09 October	12 October	23 October	25 - 27 October
25/3	Commerce and Office Procedures	07 - 08 October	09 - 11 October	12 October	24 October	25 - 27 October
26/3	Commerce and Accounting	07 - 08 October	09 - 11 October	12 October	24 October	25 - 27 October
35/2	Physical Education	02 - 04 November	05 - 07 November	08 November	20 November	21 - 23 November

Syllabus		Examiner Standardisation Date		Examination Date		Post Examination Evaluation
		Team Leaders	Examining Team	Start Date	End Date	
21/2	Home Economics	04 - 06 September	07 - 11 September	14 September	25 September	27 - 29 September
34/3	Music	06 - 07 September	08 - 11 September	14 September	25 September	27 - 29 September

# Key to the Timetable

Syllabus	Code	Date	Session	Duration
Setswana	11/1	04 Nov	Morning	1 hr 30 min
	11/2	26 Oct	Morning	2 hrs
	11/3	19 Oct	Afternoon	1 hr 15 min
English	12/1	05 Nov	Morning	1 hr 15 min
	12/2	22 Oct	Morning	1 hr 30 min
	12/3	28 Oct	Morning	2 hrs
	12/4	19 Oct	Morning	55 min
Mathematics	13/1	03 Nov	Afternoon	1 hr 30 min
	13/2	27 Oct	Morning	2 hrs
Science	14/1	02 Nov	Morning	1 hr
	14/2	22 Oct	Afternoon	2 hrs
Social Studies	15/1	02 Nov	Afternoon	1 hr
	15/2	27 Oct	Afternoon	2 hrs 15 min
Agriculture	16/1	05 Nov	Morning	1 hr
	16/2	26 Oct	Afternoon	1 hr 15 min
	16/3	01 June - 12 June 2020		
	16/4	29 Oct	Morning	1 hr
Design and Technology	17/1	04 Nov	Afternoon	1 hr
	17/2	23 Oct	Afternoon	2 hrs
	17/3	12 Oct - 23 Oct 2020		
Moral Education	18/1	03 Nov	Morning	1 hr
	18/2	28 Oct	Afternoon	2 hrs
Home Economics	21/1	30 Oct	Afternoon	1 hr 30 min
	21/2	11 Aug	Morning	1 hr 30 min (Planning)
	21/2	14 Sept - 25 Sept 2020		2 hrs (Practical)
	21/3	03 Aug - 14 Aug 2020		
Commerce & Office Procedures	25/1	29 Oct	Afternoon	1 hr
	25/2	21 Oct	Morning	2 hrs
	25/3	12 Oct - 24 Oct 2020		
	25/4	04 Nov	Morning	1 hr
Commerce & Accounting	26/1	29 Oct	Afternoon	1 hr
	26/2	21 Oct	Morning	2 hrs
	26/3	12 Oct - 24 Oct 2020		
	26/4	04 Nov	Morning	1 hr
Religious Education	31/1	03 Nov	Morning	1 hr
	31/2	20 Oct	Afternoon	2 hrs
French	32/1	19 Oct	Morning	45 min
	32/2	05 Nov	Afternoon	1 hr
	32/3	20 Oct	Morning	2 hrs

Syllabus	Code	Date	Session	Duration
Art	33/1	29 Oct	Morning	1 hr
	33/2	15 Oct	Morning	3 hrs
	33/3	12 Oct - 23 Oct 2020		
Music	34/1	30 Oct	Morning	1 hr
	34/2	21 Oct	Afternoon	1 hr 30 min
	34/3	14 Sept - 25 Sept 2020		10 mins (Practical)
	34/4	16 Aug - 26 Aug 2020		
Physical Education	35/1	23 Oct	Morning	1 hr 30 min
	35/2	08 Nov - 20 Nov 2020		
General Science	43/1	02 Nov	Morning	1 hr
	43/2	22 Oct	Afternoon	2 hrs